



KTMW EDUCATION CENTRE: CONDITIONS OF USE

The Ralph Honner Education Centre (including the adjacent external deck area) at the Kokoda Track Memorial Walkway (KTMW) may, depending on the purpose, be hired by community/other groups.

Please read the below conditions of use and contact the KTMW Office to discuss your event: admin@kokodawalkway.com.au or (02) 9166 0890.

1. Payment Fee

The payment fee for the Centre is \$50.00/hour, with an additional fee of \$20.00 for the use of our Audio Visual or PA systems. Charges at the discretion of the KTMW Office and will be confirmed in our response to your booking enquiry. An invoice will be issued once your booking date is confirmed, and this must be paid prior to your booking date.

If your function does not proceed, the fee will be held in credit for your next booking.

2. Hours of Use

The Centre is only available during the Walkway office hours: Monday to Friday (except public holidays), 10.00am to 2.00pm. Use of the Centre outside these hours is not permitted.

3. Capacity and Facilities

The maximum seating capacity is 50 people.

The Centre has audio visual (suitable for PowerPoint/audio-visual presentations) and PA systems available. The room is currently furnished with bench seating in a theatre style; extra tables and chairs can be provided if needed.

The seating modules cannot be removed from the Centre and, if rearranged, need to be set back in their original position.

The Centre is wheelchair accessible and toilets (including a disabled toilet) are available.

Parking is available adjacent to the Centre: see [here](#) for all transport options.

4. External Equipment

The use of large/bulky equipment or other external items within the Centre needs to be authorised by the KTMW Office prior to any event.

5. Food and Drink

You may bring your own food and drink, but please ensure all rubbish is removed and the Centre is left clean and tidy (otherwise a cleaning fee will be incurred). An urn is available for use from our office if necessary.

The Walkway does not provide any catering services.

The consumption of alcohol is not permitted.

6. Existing Centre Contents

Please ensure individuals do not open, touch, move or damage existing items in the Centre, including the VR equipment, display cabinets and contents, and the glass-covered historical images.

Damaging or removal of items will incur a replacement fee.

7. Fire and Safety Procedures

Please ensure your participants are aware of the emergency procedures and location of the assembly point in case of a fire or other emergency.

Thank you for your interest in the KTMW.